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| **Aqib Javed** | | | |
| House No. DK531/A Dhoke Paracha, S-Town, Rawalpindi  03128887939  aqib.skans@gmail.com | | | |
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| Enthusiastic and ambitious customer Sales & Services specialist with wide-spread transferable skills in management, sales, and operations. Exceptional ability to connect with people and understand their wants, needs, and desires and delivering service on every interaction.  Experienced Graphic Designer skilled in Adobe Creative Cloud, specializing in creating compelling marketing materials that enhance brand visibility and drive business growth.  Detail-oriented professional with a focus on deadlines and the assurance that all medical billing is handled efficiently and without errors. Confident Medical Biller knowledgeable in data confidentiality and privacy practices when reviewing patient information. | | | |
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| **PROFESSIONAL EXPERIENCE** | | | |
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| **Sales Executive,**  **Customer Sales Representative** at FirstStep Communications | **Rawalpindi, Punjab**  *Julyt 2018–Oct 2019* | | |
| * Worked on Mortgage Refinance and Qualify leads as sales opportunities and pursue for closure. * Used coordination and planning skills to achieve results according to schedule. * Obtain customer information such as name, address, and payment method, and enter orders into computers. * Record names, addresses, purchases, and reactions of prospects contacted. * Reached out to prospective leads through cold calling, applying variety of established methods. * Pursued existing And potential customers by phone or email to generate leads | | | |
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| **Sales Executive**  W4WORK Inc. | | **Rawalpindi, Punjab**  *May 2020–Present* | |
| * Worked on Medicare and Final Expense and Qualify leads as sales opportunities and pursue for closure. * Used coordination and planning skills to achieve results according to schedule. * Obtain customer information such as name, address, and payment method, and enter orders into computers. * Record names, addresses, purchases, and reactions of prospects contacted. * Reached out to prospective leads through cold calling, applying variety of established methods. * Pursued existing and potential customers by phone or email to generate leads. * Closed sales by overcoming objectives, gathering basic information, banking details and health records. * Maintained excellent attendance record, consistently arriving to work on time. * Actively listened to customers' requests, confirming full understanding before addressing concerns. * Used coordination and planning skills to achieve results according to schedule. | | | |
| **EDUCATION** | | | |
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| **ABDUL WALI KHAN UNIVERSITY**  Bachelor of Science in Business Administration (Concentration: Finance), | | | **Mardan**  *May 2015* |
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| **ADDITIONAL SKILLS** | | | |
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| * Proficient in MS Office (Word, Excel, PowerPoint), • Cold calling • Objection Handling • Rapport Building • Closer • Customer Dealing • Teamwork • Analytical Skills • Account Management • Data Confidentiality, Privacy Practices • Revenue and Profit Goal Achievement • Detail-Oriented• Websoft Billing Software * Fluent in English, Urdu and Pashto | | | |